

From: [Mueller, Brian](#)
To: [Hubbard, Claudia](#)
Cc: [Gilmore, Cathy](#)
Subject: Cancel Trip to Ingleside TX TA OTMBJZ
Date: Wednesday, September 18, 2013 9:39:00 AM

Claudia

I was scheduled to travel to Ingleside, TX to the Falcon Refinery Site from Sep 22-26. I no longer need to travel to the site and would like to have the trip canceled. I have already contacted SATO to have my flight reservations (Southwest Airlines) canceled. As we discussed I will submit a TA to request the SATO fee for making the original flight reservations. Please let me know if you need any additional information or have any questions. The trip name is BMINGLESIDE092213 AO1-01 and the TA is OTMBJZ.

Thanks

Brian W Mueller RPM
EPA R6 Superfund
214 665-7167



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